



GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF POLICE COMPLAINTS

VACANCY ANNOUNCEMENT

POSITION TITLE: Deputy Director

SALARY RANGE: \$103,000 - \$154,500 with benefits.
Salary is based on education and experience.

POSTED: April 21, 2010

CLOSING DATE: Open until filled.

INTRODUCTION:

The Office of Police Complaints (OPC) is an independent District of Columbia agency that receives, investigates, and resolves police misconduct complaint filed by the public against Metropolitan Police Department (MPD) and D.C. Housing Authority Police Department (DCHAPD) officers. OPC is headed by an executive director, and overseen by the Police Complaints Board (PCB), a five-member board appointed by the Mayor and confirmed by District of Columbia Council. The agency currently has 22 full-time employees.

The agency is seeking a deputy director to manage the day-to-day operations of the agency. The deputy director plays a key role in all aspects of OPC's work including supervision over the investigation, mediation, and adjudication of citizen complaints, developing recommendations for police reform, conducting community outreach, and administration of the office.

DUTIES:

Duties include:

- Supervising the work of the agency's investigative unit, reviewing, and approving investigative reports.
- Overseeing OPC's mediation and adjudication programs.
- Preparing agency annual reports.
- Supervising and preparing recommendations for police reform for Mayor, District Council, and police department.
- Serving as a liaison to MPD, other District Government agencies, and the U.S. Attorney's Office.
- Overseeing finance, budget, personnel, contracting, and facilities work for the agency.
- Supervising and participating in community outreach and public affairs work.
- Advising the executive director.

QUALIFICATIONS:

The qualifications sought from applicants are:

- Licensed to practice law for at least five years.
- Membership in, or eligibility to waive into, the District of Columbia Bar.
- District of Columbia residency within 180 days of accepting the position.
- Prior management experience.
- Strong writing ability and excellent interpersonal skills.
- Ability to work independently and manage multiple projects.
- Familiarity with law enforcement procedures and/or the criminal justice system.
- A background in civil rights or other experience evidencing a genuine commitment to the public interest.

APPLICATIONS:

Please fax a cover letter and resume to (202) 727-7638 or mail to:

Deputy Director Vacancy
Office of Police Complaints
1400 I Street, NW, Suite 700
Washington, DC 20005

OPC seeks to complete the hiring process as promptly as possible. OPC will contact candidates who have been selected for an interview and further consideration by the agency.

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

ADDITIONAL INFORMATION:

For more information about OPC, please visit the agency's website:

www.policecomplaints.dc.gov